

How to Use PRF46, Management Consultants, Program Coordinators and Planners Services Statewide Contract

Contract #: PRF46**Contract Duration:** 12/28/2010 to 12/31/13**MMARS #:** PRF46***Options to renew:** 2 options of 1 year each through 12/31/15**Contract Manager:** William Funk - 617-720-3329 William.Funk@state.ma.us**This contract contains:** Small Business Purchasing Program (SBPP), Supplier Diversity Office (SDO) Prompt Payment Discount (PPD) Programs

Last change date: 10/23/12

Contract Summary

Contract awards are for specialized services such as: Economics, Education, Engineering, Health and Social Services, Strategic Sourcing, Transportation, Financial Services, Energy, and the Environment. The contract may be expanded or further limited to the types of services which may be covered or required in the future. This may be done either by amendment or by "open enrollment" at any time during the term of the contract, including any extension periods when it is determined to be in the best interests of the Commonwealth.

The contract was awarded to 51 vendors with 48 active vendors listed on the Comm-PASS Vendor tab and below.

Benefits and Cost Savings

- Use of Quick Quote form increases order completeness and accuracy for savings;
- Maximum rates have been established for reference against an RFQ, Quick Quote or any negotiations;
- Soliciting quotes from at least three vendors is required prior to issuing an order*;
- Savings achieved through Statements of Work (sub-agreements) with listed deliverables & budget limits;
- Project Based Pricing, using contract hourly rates, will include all related ancillary project services;
- Ancillary costs in a Statement of Work cannot be exceeded once established and agreed upon;
- Vendors have local, regional, national and international experience;
- Vendor client base includes small and large clients who have a local and national presence;

*Exemption to this requirement has to be given by the Contract Manager for very specialized services.

Who Can Use This Contract?

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

Pricing plus Purchase Options & Requirements

Purchase Options: Purchases made through this contract will be direct outright purchases.

Compensation Structure/Pricing & Expenses:

Negotiations: Hiring Entities are entitled to negotiate down the maximum rates provided under this contract. Hiring entities should never pay higher rates than the maximum rates under this contract.

Maximum rates include: price charged for an individual's work, materials including copying and printing, ALL TRAVEL considerations, communications costs, overhead rates, overtime – including weekend and holidays, and other ancillary charges. Rates charged for “work per ____” are based on Individual per hour; and Individual per day.

Project Based Pricing: Contractors might be asked by a Hiring Entity to provide a project based price instead of what has been established by the maximum billing rates provided under this contract, however, the basis of a project based price will be predicated on the “work per ____” basis referenced herein. Under such requests contractors **must include** any and all ancillary services in the project price. Hiring Entities under no circumstance will pay additional invoices related to project based procurement.

Payments: The Hiring Entity may require work be paid in increments, as agreed upon deliverables are completed. All billing must be addressed to and with the Hiring Entities providing a breakdown of costs as required.

Quick Quote: This functionality is recommended for departments. Review [Job Aid: How to Create a Statewide Contract Quick Quote](#) when seeking quotes allowing PRF46 vendors to respond via their SmartBid account. Guidance for vendors would be to visit the [Statewide Contract Quick Quote Information](#) web page for information on responding to a Quick Quote or contact the Comm-PASS Help Desk at comm-pass@state.ma.us.

General Quotes: Hiring Entities are **required** to solicit quotes from at least three contractors prior to issuing an order. Exemption to this requirement has to be given by the OSD Contract Manager for very specialized services.

Additional Information

Important Facts for Buyers:

Statement of Work (SOW) Requirements: This is a solution-based contract, the type of services and scope of work which will be generated on a case by case basis in a sub-agreement as the SOW. Contract users are required to use the posted SOW or their department's equivalent version before starting any project with a vendor.

Business References: The Hiring Entity may require business references, as deemed appropriate.

Bonding: might be required and must be clearly declared in the SOW.

Rate Sheet: Ceiling Rates for all vendors are posted on Comm-PASS under the Forms & Terms tab for Management Consultants, Program Coordinators, and Planners on a per hour and per day basis.

Vendor List and Contract information

Awarded vendors are listed below. Refer to the “Vendor” tab of Comm-PASS (www.comm-pass.com) for vendor involvement in any of the following programs which will have the appropriate icon appearing against their name. Programs include Small Business Purchasing Program (SBPP), Supply Diversity Office Certification (SDO, formerly SOMWBA Certification), Supplier Diversity Program (SDP, formerly AMP), Environmentally Preferable Products Program (EPP) & Prompt Pay Discount PPD).

Awarded Vendors (48):

1. Abt Associates Inc.; Christina Anderson; BDU@abtassoc.com; 617-349-2856
2. Accenture; William Kilmartin; william.kilmartin@accenture.com; 617-488-7785

3. American Development Institute, LLC; John Rizzo; jrizzo@ad-institute.com; 617-744-9234; SBPP
4. Bailit Health Purchasing, LLC; Michael Bailit; jbailit@bailit-health.com; 781-453-1166; SBPP
5. Cambridge Systematics, Inc., Jennifer DiCarlo; prequalifications@camsys.com; 617-354-0167
6. CDW Consultants, Inc.; Yee Cho; ycho@cdwconsultants.com; 508-875-2657x18; SBPP, SDO
7. Center for Ecological Technology; Nancy Nysten; nancyn@cetonline.org; 413-445-4556 x10
8. Debora Bloom Associates; Debora Bloom; DBloom@DBloomAssociates.com; 617-323-6566; SBPP, SDO
9. Dougherty Management Assoc, Inc.; Richard Dougherty; dickd@dmahealth.com; 781-863-8003; SBPP
10. DSM Environmental Services, Inc.; Ted Siegler; ted@dsmenvironmental.com; 802-674-2840 x101
11. Eastern Research Group; Gail Schubert; gail.schubert@erg.com; 781-674-7350
12. EnerNOC; Conor Carlin; ccarlin@enernoc.com; 617-692-2515
13. Fortress, Inc.; Albert Samano III; asamano@fortressteam.com; 512-248-0548; SDO
14. Green Building Concepts Kimberly Cullinane kim@greenbuildingconcepts.net 508.353.5806 SBPP SDO
15. HDR Engineering, Inc.; Kathy Duggan; kathy.duggan@hdrinc.com; 617-357-7751
16. Heidi L. Hoffman; Heidi Hoffman; email@heidihoffman.net; 617-720-7123; SBPP
17. Hope Worden Kenefick Consulting; Hope Kenefick; hopenwk@comcast.net; 508-440-5050; SBPP
18. HRP Associates Inc.; Jeffrey Sotek; jeff.sotek@hrpassociates.com; 508-407-0009
19. ICF International; Erin Healy; EHealy@icfi.com; 781-676-4043
20. Industrial Economics, Inc.; Kyle Barney; KBarney@indecon.com; 617-354-0074
21. Isurus Market Research and Consulting LLC; John Cole; jcole@isurusmrc.com; 617-547-2400; SBPP
22. Jane Moore Consulting; Jane Moore; jmooreconsulting@comcast.net; 617-680-2508; SBPP, SDO
23. JSI Research & Training Institute; Lori McGowan; lmcgowan@jsi.com; 617-482-9485
24. Justice Resource Institute, Inc; Andrew Pond; MARFP@jri.org; 617-450-0500 x324; SDO
25. Kessler Consulting, Inc.; Mitch Kessler; mk@kesconsult.com; 813-971-8333x11
26. Lynn Rose; Lynn Rose; lynnfaith@comcast.net; 413-774-6540; SBPP
27. M+R Strategic Services; Lori Fresina; lfresina@mrss.com; 617-686-3625
28. Mabbett & Associates, Inc.; Paul Steinberg; steinberg@mabbett.com; 781-275-6050 x306; SBPP
29. Mathematica Policy Research, Inc Pamela Tapscott; rpfcenter@mathematica-mpr.com; 202-484-9220
30. MetaView Consulting & Coaching; Steve Frigand; sfrigand@metaviewcc.com; 781-646-7180; SBPP
31. Nancy LaPelle, PhD Consulting; Nancy LaPelle; nlapelle@comcast.net; 508-305-2627; SBPP, SDO
32. Navigant Consulting, Inc.; Maria Duaiame; maria.duaiame@navigant.com; 781-270-8355
33. NJL Communication; Nancy Lyons; nancy@njlcommunication.com; 617-791-3993; SBPP
34. Northeast Recycling Council; Lynn Rubinstein; n@nerc.org; 802-254-3636
35. Pam McCarthy and Associates, Inc.; Pam McCarthy; pammccarthy2@comcast.net; 651-484-3467
36. Peregrine Energy Group, Inc.; Paul Gromer; info@peregrinegroup.com; 617-367-0777x228; SBPP
37. Policy Studies Inc.; Janie Faulk; smclaughlin@policy-studies.com; 303-863-0900
38. Reidy Associates; Deborah Reidy; deborah@reidyassociates.org; 413-536-9256; SBPP, SDO
39. SITEC Environmental, Inc; A. Raymond Quinn; rquinn@sitec-engineering.com; 781-319-0100x12; SBPP
40. Skumatz Economic Research Associates, Inc.; Lisa Skumatz; skumatz@serainc.com; 303-494-1178
41. Synapse Energy Economics Inc; Melissa Schultz; mschultz@synapse-energy.com; 617-453-7037; SBPP
42. Tellus Institute; James Goldstein; jgold@tellus.org; 617-266-5400; SBPP
43. The Cadmus Group, Inc.; David Beavers; compass@CadmusGroup.com; 617-673-7000
44. The Ripples Group; Thomas Innis; tinnis@ripplesgroup.com; 617-435-8587
45. UMass Donahue Institute; Laura Eve-Cowles, EdD; leve-cowles@donahue.umassp.edu; 413-545-0001
46. Ventana Systems, Inc.; Mary Neil; mary@ventanasystems.com; 413-567-7039; SBPP
47. Weston & Sampson Engineers, Inc.; Kimberly Plourdek; plourdek@wseinc.com; 978-532-1900
48. World Energy Solutions, Inc.; Jonathan Harvey; jharvey@worldenergy.com; 508-459-8100

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Summary of Where to Obtain Important Contract Information

To obtain in depth contract information please go to the Comm-PASS (www.comm-pass.com) website, click on "Contracts" then search by document number PRF46 to locate the following contract information:

Contract User Guide	"Forms & Terms" tab
Statement of Work (SOW)	"Forms & Terms" tab
New Rate Sheet	"Forms & Terms" tab
Request for Response (RFR)	"Forms & Terms" tab

End